



Job Title	Aviation Assistant Director	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	5	Job Code	12613

Class Specification – Aviation Assistant Director

Summary Statement:

The purpose of this position is to lead the Planning and Development Division of the general aviation airport that serves Colorado Springs. This is accomplished by communicating the goals of the Department to all appropriate staff, business partners, and stakeholders; establishing and maintaining relationships with various Airport stakeholders; ensuring compliance of regulations; overseeing planning, development, construction, environmental, and property management functions; and advising on aviation issues. Other duties include assuming the duties of the Director of Aviation in their absence.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Perform project management and administrative duties by managing all design consultant and contractor contracts; manage the procurement and selection process; define the scope of projects; negotiate contracts; coordinate design reviews and approval with appropriate personnel; manage capital project budgets, schedules, and deliverables; anticipate and address problems that arise during construction; oversee the completion, beneficial use, and close out of contracts; act as DBE Program Administrator for FAA approved DBE program.
35%	Manage Lessee relationship between COS and all tenants by reviewing all tenant improvement construction projects; execute and renew all licenses, permits, letters of agreement, and leases; coordinate with FAA to review land use and environmental assessments; respond to new business inquiries; permit all general aviation commercial operations; review insurance certificates and performance bond requirements; and administers advertising of the concession contract.
20%	Ensures environmental compliance by overseeing the Airport Environmental Compliance Program; ensure compliance with applicable local, state, and federal environmental regulations.

Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.



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Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration or a related field.

Experience: Five years of full-time responsible aviation/airport experience, including two years of administrative and supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.



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Fiscal Responsibility:

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014